SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE
March 1, 2007

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at SCAG Offices, Downtown, Los Angeles, CA. The meeting was called to order by Toni Young, Chair, Port Hueneme. There was a quorum.

Members Present

Bowlen, Paul	City of Cerritos
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
McCallon, Larry	City of Highland
Nowatka, Paul	City of Torrance
Pettis, Greg	City of Cathedral City
Wapner, Alan	City of Ontario
Washburn, Dennis **(Vice Chair)**	City of Calabasas
Young, Toni **(Chair)**	City of Port Hueneme

Members Not Present

Aldinger, Jim	Manhattan Beach
Baldwin, Harry	City of San Gabriel
Becerra, Glenn	City of Simi Valley
Burke, Yvonne	County of Los Angeles
Clark, Margaret	City of Rosemead
Dixon, Richard	City of Lake Forest
Lowenthal, Bonnie	City of Long Beach
O'Connor, Pam	City of Santa Monica
Ovitt, Gary	County of San Bernardino
Parks, Bernard	City of Los Angeles
Roberts, Ron	City of Temecula

1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Toni Young, Chair, Port Hueneme, called the meeting to order at 9:00 a.m.

2.0 PUBLIC COMMENT PERIOD

None.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

Action items reviewed in the following order: 6.0 & 7.1

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of February 1, 2007

4.1.2 Resolution No. 07-485-1 for
Facsimile Signature Processing

4.1.3 Authorization of $2,500.00 from the
General Fund for the 2007 Aviation Summit

4.1.4 Amendment to I-710 (south) EIR/EIS MOU

4.1.5 Disadvantaged Business Enterprise (DBE

4.2 Receive and File

4.2.1 Contracts/Purchase Orders $5,000 to $250,000 and MOUs Between
$5,000 to $250,000

Motion by (Washburn) to approve the consent calendar. Motion was seconded (Bowlen) and unanimously approved.

**6.0 SUBCOMMITTEE FOR MEETING
DAY SCHEDULE**

The meeting times set forth below were proposed by the subcommittee. Toni Young reported on the meeting day schedule as follows:

- Administration Committee   8:30 a.m. - 9:00 a.m.
- Policy Committees   9:00 a.m. – 11:30 a.m.
- Regional Council   11:45 a.m. – 1:15 p.m.
- Executive Committee   At the Presidents will.

Motion by (Loveridge) to approve the new meeting times. Motion was seconded (Wapner) and unanimously approved.

7.0 INFORMATION ITEMS

7.1 CFO Monthly Financial Report for January 2007

Wayne Moore, CFO reported:
- The check signing machine will be implemented this month after the resolution on this agenda has passed. Specific criteria and requirements will then be forwarded to the Bank of the West to implement the program.
- SCAG will continue the line of credit with the Bank of the West
- The first draft of the Overall Work Program (OWP) Budget, the General Fund Budget and the Indirect Cost Budget was completed.
- The Contracts area initiated a Best Practices review process and initiated an internal audit on compliance with federal and state contacting guidelines. In response to the Audit Committees' request, a schedule is in process for completing all of the Best Practices review items.

5.0 ACTION ITEMS

5.1 FY 2007/08 Comprehensive Budget

Wayne Moore, CFO gave an overview of the Comprehensive Budget. In summary, SCAG is required by federal and state law to develop the Draft Overall Work Program (OWP) and the Indirect Cost Budget. These budgets must be submitted to Caltrans for review and approval before any dollars can be expended by SCAG. The comprehensive budget includes the OWP, the General Fund Budget, the Indirect Cost Budget (ICAP) and the Fringe and Leave Budgets. This item requests the authorization to release the Draft OWP & ICAP to Caltrans for review, initiate a 30 day public comment period, and transmit the General Fund Budget to the General Assembly.

The line item budget for the entire agency is as follows:
- Comprehensive Budget $42.6 million
- OWP Budget $41 million
- General Fund Budget $1.5 million
- Indirect Cost Budget $11.1 million

The budget of $42.6 million is slightly lower than the budget proposal presented last month due to some changes in the internal reserve requirements and additional carry-over items.

Motion by (Washburn) to approve. Motion was seconded (Bowlen) and unanimously approved.

5.2 RHNA Budget Report Update

Wayne Moore, CFO provided an overview of the RHNA budget process and the need to reallocate $100,000 within the General Fund budget to fund the RHNA project. The additional funds will continue funding for the housing allocation process to support sub regional delegations, evaluation of appeals and the trade and transfer process. The final budget projections for the current fiscal year are predicated upon the number and nature of appeals that result from the process, which will be known on March 16, 2007. SCAG will need to address any issues that may arise from the appeal process. This will cause additional staff work, and based on the level of effort that is going to be required, the cost may exceed the original budget of $500,000.

Toni Young expressed concern over the potential to go over the original $500,000 budget.

It was expressed by both Mark Pisano and Hassan Ikhrata that due to a revision process in the new legislation; additional funds may now be required. Mark Pisano also stated that SCAG's objective is to find alternative sources to reimburse the General Fund budget for the $500,000.

Motion by (Edney) to approve. Motion was seconded (Washburn) and unanimously approved.

5.3 Authorization to Apply for Federal Highway Administration Grants Administered by CALTRANS

Motion by (Washburn) to approve. Motion was seconded (Edney) and unanimously approved.

5.4 Personnel Committee

5.4.1 Results of Classification Study, Request for Approval

Rhonda Lawrence, SCAG staff provided, a summary outlining the classification levels and the salary ranges for the revised/new Accounting (creating a new class of Accounting Systems Analyst to help with SAP) Budget, Contracts and Modeling Series. This study is the third classification and compensation study conducted in-house to update the classification and compensation plan since the study conducted by Personnel Concepts in 2001. Generally, the classification series changes better describe the work being performed and assist with recruiting. The recommendations result in seven positions being reclassified; the

cost of those reclassifications is approximately $9,700.00 for the remainder of the fiscal year.

In response to a question by Dennis Washburn regarding the SAP functions and problems that most school districts and community colleges are facing, Mr. Moore responded that SCAG is not having any significant problems with SAP. SCAG employs a contract specialist who assists periodically. Internally, SCAG is building its to manage the SAP system; the focus was on that area in the classification study specifically for the Accounting Systems Analyst position.

Motion by (Washburn) to approve. Motion was seconded (Wapner) and unanimously approved.

8.0   <u>AUDIT COMMITTEE REPORT</u>

Hon. Paul Nowatka, reported that the working group will meet on March 21, 2007 to discuss the GASB45 and Supplemental Defined Pension Plan issues.

9.0   <u>STAFF REPORT</u>

Wayne Moore, CFO stated that copies of the entire OWP budget book will be available at the Regional Council meeting.

10.0   <u>FUTURE AGENDA ITEMS</u>

Recommendations by the Audit and Personnel Committee Working Group on the GASB 45 and Supplemental Defined Benefit Pension Plan.

11.0   <u>ANNOUNCEMENTS</u>
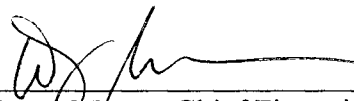
There were no announcements

12.0   <u>ADJOURNMENT</u>

Hon. Toni Young, Chair, adjourned the meeting at 9:30 a.m.

The next meeting of the Administration Committee will be held at the Downtown Los Angeles SCAG offices on Thursday, April 5, 2007.

Minutes Approved by:

Wayne Moore, Chief Financial Officer
Staff to the Administration Committee

ADMINISTRATION COMMITTEE ATTENDANCE REPORT
2007

X = County Represented | X = Attended | ▓ = No Meeting | NM = New Member

Name	Representing	C	LA	Or	Ri	SB	Ve	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aldinger, Jim*	Manhattan Beach		X					X											
Baldwin, Harry*	San Gabriel		X					X	X										
Becerra, Glen*	Simi Valley		X																
Burke, Yvonne*	Los Angeles County		X					X	X										
Clark, Margaret*	Rosemead		X					X	X										
Dixon, Richard*	Lake Forest			X				X											
Edney, Jon*	El Centro	X						X	X	X									
Loveridge, Ronald*	Riverside				X				X	X									
Lowenthal, Bonnie	Long Beach		X																
Masiel, Andrew*	T.A.S.I.N.				X					X									
McCallon, Larry*	Highland					X		X	X	X									
Nowatka, Paul*	Torrance		X					X	X	X									
O'Connor, Pam*	Santa Monica		X																
Ovitt, Gary*	San Bernardino County					X			X										
Parks, Bernard*	Los Angeles		X					X											
Pettis, Gregory*	Cathedral City				X			X	X	X									
Roberts, Ron*	Temecula				X			X											
Wapner, Alan*	Ontario				X				X										
Washburn, Dennis, V.Chair*	Calabasas						X	X	X	X									
Young, Toni, Chair*	Port Hueneme						X	X	X	X									
Totals		1	9	1	5	2	2												

* Regional Council Member